

CITY OF BURBANK

POLICE CAPTAIN

DEFINITION

Under general direction, to command and lead a division of the Police Department; to plan, direct, and coordinate activities of the division; promote community involvement; and perform related work as required.

ESSENTIAL FUNCTIONS

Administers the functions and directs and coordinates all activities of a division; works with other divisional commanders to ensure consistency of operation among divisions; determines, recommends, and administers policies and procedures; exhibits leadership by assuming responsibility for the conduct, performance, and demeanor of employees; determines need for police services; formulates policy; directs the assignment and scheduling of personnel under command; supervises, trains, motivates, evaluates, and inspects the work of division staff; assists subordinates with problems; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures, and works with employees to correct deficiencies; prepares and transmits divisional communications, instructions, and procedures; makes recommendations and prepares reports on activities of division; monitors and evaluates legislation at the state and federal levels, and makes policy recommendations in response to legislative and regulatory issues; responds to and handles emergencies; oversees major investigations or accidents; analyzes crime patterns; prepares budget recommendations; participates in the disciplinary process; meets with and speaks before groups to promote public relations/educational activities for division and department; understands the needs of a culturally diverse population; responds to citizen inquiries and resolves difficult and sensitive complaints; participates in meetings in order to keep informed of the needs of the community; develops course of action to fulfill community needs and informs members of the community of actions taken; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs; functions and responsibilities of the Police Department, and their role in and relationship to the community; modern and complex principles and practices of police administration and law enforcement; pertinent federal, state, and local laws, codes, and regulations; management, supervision, and accepted personnel practices; criminal law and investigation, crime prevention methods, traffic enforcement, and rules of evidence; principles and techniques in building and maintaining an effective workforce.
- Ability to - plan, supervise, and coordinate the work of subordinates; provide administrative and professional leadership and direction to assigned Police division; effectively lead, coach, inspire, develop, and motivate staff; communicate effectively both orally and in writing; administer departmental goals, objectives, and procedures; interpret and apply applicable federal, state, and local policies, laws, and regulations; conduct studies and prepare accurate reports and recommendations; work with broad parameters and demonstrate a keen sense of judgment; identify and implement best practices; work with a culturally diverse population; establish and maintain effective working relationships with members of other jurisdictions, supervisors, fellow

employees, community groups, media representatives, and the general public.

Education/Training: Graduation from an accredited college or university with a Bachelor's degree in criminal justice administration, business administration, public administration, or related field; currently employed as a sworn peace officer as defined in Penal Code Section 830, or previously employed as a sworn peace officer within the last three years and eligible for rehire; and ten years of full time paid experience as a peace officer, including two years as a Lieutenant.

Special Conditions & Requirements: Must be in good physical condition and able to successfully complete a required medical examination that includes a psychological suitability examination.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment; an Advanced California P.O.S.T. Certificate and completion of Management Certificate requirements.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: Master's degree from an accredited college or university in public administration, business administration, or other related field.